



# LOS ANGELES COUNTY COMMISSION ON HIV

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**Draft**

## EXECUTIVE COMMITTEE MEETING MINUTES

June 22, 2015

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Michael Johnson, Esq., <i>Co-Chair</i>	Al Ballesteros, MBA	Edd Cockrell	Carolyn Echols-Watson
Ricky Rosales, <i>Co-Chair</i>	Rev. Alejandro Escoto, MA ( <i>Alt. to Rivera</i> )	Kevin Donnelly	Jane Nachazel
Joseph Green	Aaron Fox, MPM	Miki Jackson	James Stewart
Terry Goddard, MA	Lisa Goldstein ( <i>Alt. to Mills</i> )	Kevin Stalter	
AJ King, MPH	Mario Pérez, MPH		
Bradley Land	Fariba Younai, DDS		<b>DHSP STAFF</b>
Anthony Mills, MD	Richard Zaldivar		None
Juan Rivera			
Terry Smith, MPA/Traci-Bivens-Davis			

### CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Executive Committee Special Meeting Agenda, 6/22/2015
- 2) **Minutes:** Executive Committee Minutes, 6/1/2015
- 3) **Table:** Commission on HIV/DHSP Work Plan, 6/22/2015
- 4) **Report Outline:** Comprehensive HIV Plan (CHP) Task Force, Annual Board Report Outline, 6/22/2015
- 5) **Letter:** HRSA, HAB and CDC, DHAP Guidance for the Integrated HIV Preventions and Care Plan, 6/19/2015
- 6) **Guidance:** Integrated HIV Prevention and Care Plan Guidance, including the Statewide Coordinated Statement of Need, CY 2017-2021, June 2015
- 7) **Table:** Committee Assignments, 6/18/2015
- 8) **Policy/Procedure:** #09.4205: Commission Membership Evaluation and Nomination Process, 5/12/2011-rev
- 9) **Policy/Procedure:** #09.4204: Commission Candidate Interviews, 6/09/2011
- 10) **Table:** Commission on HIV (COH) and the Division of HIV and STD Programs (DHSP), Programs and Services, Continuum of Service Definitions by Funders Cross-referenced with COH Service Categories, 6/15/2015-rev
- 11) **Table:** Summary All RWP Funding Sources, Proposed Revisions to Year 25 Allocations, Recommended Year 26 Allocations, 6/16/2015
- 12) **Allocations:** Planning, Priority and Allocations Recommendations for Minority AIDS Initiative (MAI), 6/16/2015

1. **CALL TO ORDER:** Mr. Johnson called the meeting to order at 1:00 pm. He and Mr. Rosales congratulated new Executive At-Large members Dr. Mills and Mr. Rivera and returning At-Large member Mr. Smith.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** Approve 6/1/2015 Executive Committee meeting minutes, as presented (*Passed by Consensus*).
4. **PUBLIC COMMENT (Non-Agendized or Follow-Up):** There were no comments.

**5. COMMITTEE COMMENT (Non-Agendized or Follow-Up):**

- Mr. Cockrell also congratulated the new At-Large members, but was concerned that none represented women. He urged reviewing how to expand representation. Ms. Bivens-Davis added it was hard to build community faith and trust when their leaders do not look like them. Transparency includes all Commission aspects ranging from email chains to leadership.
- Mr. Johnson urged reviewing what has changed. A few years ago, women were a major presence, e.g., a woman was a Commission Co-Chair. Overall numbers remain strong, but they either do not run for leadership seats or are not elected.
- Mr. Stewart noted the Bylaws previously included language to the effect that a women Commission Co-Chair was preferred or encouraged. That was dropped in the last iteration. He noted a democratic process does not always yield the desired result. More qualifications can be required for a seat, but that then limits those available to run. Mr. Johnson added diversity is very important, but it is also important to ensure candidates have the needed qualifications.
- Mr. Rosales urged exploring why many women Commission members did not re-apply during the last membership drive.
- ➡ Operations will review the issue of how to improve Commission outreach to women.

**6. DIVISION OF HIV AND STD PROGRAMS (DHSP) REPORT:** This item was postponed.

**7. CO-CHAIRS' REPORT:**

**A. Commission/DHSP 2015 Work Plan Update:**

- Mr. Johnson reviewed the Work Plan included in the packet:
  - 1) Executive Director search: The bulletin has been posted.
  - 2) CHISS grant: No additional information.
  - 3) FY 2015-16 Operational Commission Budget: A first draft was being reviewed.
  - 4) Annual Report to Board: Comprehensive HIV Plan (CHP) Task Force outline revised per Executive input. Solicitation Process: Mr. Pérez has provided an update.
  - 5) YR 25 allocations: PP&A reported under Standing Committee Reports.
  - 6) PrEP scale-up: An update was provided at the June Commission meeting. Assessment of the Administrative Mechanism: Mr. Pérez requested a month for further Scope of Work review.
  - 8) Ambulatory Outpatient Medical assessment presentation: Scheduled for July SBP.
  - 19) Los Angeles Countywide Coordinated HIV Needs Assessment (LACHNA): PP&A will receive an update by August. HIV/STD Epidemiological Profile Presentation: Anticipated for August.
  - 11) Secure HRSA TA for Systems/Organizational Psychologist: The CHP Task Force is reviewing the Scope of Work.
  - 12) Comprehensive Plan: CHP Task Force began review of the new Integrated HIV Prevention and Care Plan Guidance.
  - 14) Membership Training Plan: Operations Training Work Group is developing a Plan.
- Ms. Jackson read the Guidance letter and felt an emphasis remains on medical and core medical services. She felt new outreach efforts may bring more PLWH into care who will need those services so their level should be maintained.
- ➡ The CHP Task Force will begin populating the Annual Board Report Outline with data, as indicated.

**MOTION #3: (Land/Johnson):** Approve draft concept of Annual Board Report Outline **(Passed by Consensus)**.

**B. Committee Assignments:**

- ➡ Add the Youth Caucus back onto the Committee Assignments table.

**8. STANDING COMMITTEE REPORTS:**

**A. Operations Committee:**

**1) Membership Drive - 2nd Cohort:**

**(a) Member Selection Process:**

- Mr. King said Operations reviewed its interview process in depth at its last meeting. It retained use of members not due for renewal with others recruited from Executive. Mr. King emailed a request to Executive. Mr. Johnson suggested emailing Board District representatives and Will Watts volunteered from that group.
- Mr. King developed three-person panels of those qualified and available with an emphasis on balancing diversity and experience. He emailed panel configurations to key members. Mr. Johnson replied he was not comfortable with alternate, especially new alternate, interviewers. That was unresolved. Panels were on hold.
- Mr. Johnson noted the 2011 pre-integration Policies/Procedures on candidate interviews and the evaluation/nomination process. At the time, interviews were held during meetings. He preferred that model both since

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membership is a core Committee charge and as it heightens transparency. He was concerned by the number of unfilled consumer seats from the last membership drive. Every effort should focus on rectifying that.

- The number of candidates would make interviewing them all in Committee difficult, but Operations could choose to interview candidates selectively as it did when he was Operations Co-Chair.
- Mr. King noted those concerns had not been raised previously and could be discussed. He was, however, disappointed with the process. His email copied everyone indicated, but Mr. Johnson's return email excluded some, added Executive Office staff and raised a new issue of alternates which derailed the process.
- Mr. King felt disrespected in the process. Mr. Johnson said he did not mean to disrespect anyone, but felt it was his responsibility to raise the issues and copy those he felt pertinent. Concerns he heard expressed in that interchange and since then indicate to him that a broader, 30,000 foot level discussion was warranted.
- Ms. Jackson felt the Commission was becoming increasingly dysfunctional especially regarding processes. The Co-Chairs were not fulltime and Dawn McClendon's excellent coordination could not replace an Executive Director to address, e.g., power struggles. The atmosphere discourages community participation.
- Mr. Rosales requested Ms. McClendon to include the 2013 Bylaws and 2011 Policies/Procedures in the packet for review. The Bylaws clearly state that membership evaluation/nomination is an Operations charge. Outside manipulation is not transparent and should not be allowed to derail the process. Last time it delayed seating candidates for a year. This process has already been delayed a week. It should go forward.
- Ms. Bivens-Davis expressed her perspective as a new Alternate. She valued Operation's discussion on interviewing which helped her learn the process organically. As a new member, she considered it her obligation to participate. She felt the Commission was not ready to orient her fully on any duties and so sought orientation through her At-Large partner. She felt free to raise concerns with Mr. King or others.
- She would have recused herself had someone come to her and said she was unqualified due to, e.g., her lack of experience or orientation. To hear, however, that emails were being sent about her that did not include her or offer her the opportunity to recuse herself was a problem. She has spoken with two or three African-American women who left the Commission in the last year due to exactly that behavior. The frustration and powerlessness, especially for Alternates physically separated at the back of the room, drives out those voices.
- Mr. Smith felt Operations did its job. It has a process and should be allowed to move forward. People may have opinions, but to second-guess Operations at this point detracts from the work at hand. People are discouraged from doing Commission work if they are given a task, do it and then are questioned after the fact.
- Mr. Cockrell supported Ms. Bivens-Davis' and Mr. Smith's comments. He thanked Mr. King for being transparent. The last thing he heard was that interviews were cancelled. He came that day to find out what was going on. He expressed concern about delays especially as last time the process was delayed a year.
- He felt transparency best served by interviewing/evaluating everyone equally rather than exempting some, e.g., in leadership roles. He congratulated Operations for open and full process discussion in its meetings.
- Mr. Stalter saw alternates as future full Commission members. Small teams were used during his interview process though that appears to conflict with Policies/Procedures. He could see an advantage to more Operations members, but felt the full Committee could be intimidating. It might be split into two teams with alternates observing. He did not see the need to interview renewing members barring a particular reason.
- Ms. Nachazel noted Policies/Procedures were from 2011, pre-integration. Small teams were used to populate the new Commission. Operations discussed both approaches and chose to retain the newer one including interviews of all candidates. One reason was to assure transparency. Though there may be valid reasons not to interview a candidate, universal interviews averts questions of why one person was interviewed and another not as had arisen in the past. Another reason was to gather feedback to improve the Commission experience.
- After integration, Operations discussed the process in depth and revised the application/interview questions. Attention has since focused on getting membership drives back on schedule, not revising Policies/Procedures.
- Mr. Rivera stated he preferred to be interviewed rather than just rolled over without question. It offers him an opportunity to receive feedback on his performance such as areas where he might do more. There is little other opportunity to receive such feedback. He can also provide feedback on his Commission experience.
- Mr. Stewart clarified that Committees are meant to work independently and outside Commission leadership politics of the moment. Interference of Commission leadership at any time in any Committee processes should not happen at any time. The purpose of Policies/Procedures is to clarify those processes. If Policies/Procedures do not reflect a Committee's needs then the issue is revision of the Policies/Procedures.

- Ms. Jackson noted the concern expressed concerning who was or was not included on the email lists. She suggested copying the entire Committee when a matter pertains to Committee business to assure transparency. Guidelines could be developed to simplify decisions including Brown Act limitations.
  - Mr. King noted the 2011 Policies/Procedures would limit interviewers to Operations Committee members, but Mr. Johnson felt there would be sufficient interviewers if those who were renewing were not excluded from participation. He did not think participation of renewing members posed a conflict of interest.
  - Mr. Stewart noted he used to attend Operations as well as Executive and the Commission. The conflict of interest question about renewing members acting as interviewers has been discussed several times. Conflict only occurs if two candidates are eligible for the same seat and they interview each other. Renewing members were not excluded from interviewing until the last membership drive since any conflict can be readily averted.
  - Mr. Cockrell noted some renewing members themselves felt uncomfortable with interviewing, but Mr. Staler pointed out the full Committee reviews the slate and may raise any questions. He urged moving work forward.
  - Mr. Johnson said everyone's motives should receive the benefit of the doubt, not be viewed as manipulation. It is important to note emails can become serial communication, prohibited by the Brown Act, so judgment must be used in choosing recipients, but Executive has a legitimate role in questioning Committee actions.
  - Being a Commission member is inherently intimidating so he was not concerned that interviews by the full Committee were too uncomfortable. His concerns were transparency and qualified interviewers. He suggested Operations review the 2011 Policies/Procedures and report back to Executive before proceeding.
  - Mr. Smith preferred giving Operations the benefit of the doubt by respecting its process and moving forward.
  - Mr. Stalter was not averse to reviewing Policies/Procedures, but then the process should move forward.
  - ➡ Policies/Procedures were in the packet, but Bylaws were not. Ms. McClendon will email them to Executive.
- MOTION #4:** Operations will review pertinent membership drive process Policies/Procedures at its 6/29/2015 meeting and move forward with the current membership drive based on discussion results (*Passed by Consensus*).

**B. Planning, Priorities and Allocations (PP&A) Committee:** Messrs. Ballesteros and Land were re-elected PP&A Co-Chairs.

**1) Ryan White (RW) PYs 25 & 26 Priorities & Allocations:**

**(a) Service Category Priority Rankings:**

- RW categories were prioritized based on extensive materials reviewed over the past year to inform PP&A's work. Priorities and allocations are required for the application due in September 2015.
- CDC priorities and allocations were deferred until results of the new LACHNA, in progress, can be reviewed.
- ➡ Rankings, provided in the packet, will go forward for presentation at the July Commission meeting.

**(b) Allocations Percentages:**

- The Commission just recently revised PY 24 investments. With minor adjustments, PP&A recommended carrying these forward to PY 25 and using them as the baseline for PY 26.
- Allocations will be reviewed for possible revisions once the new LACHNA data was available.
- ➡ PYs 25 and 26 allocations, provided in the packet, will go forward for presentation at the July Commission.

**2) Minority AIDS Initiative (MAI) Plan:**

- Mr. Smith, MAI Work Group, reported key strategy considerations were absorbing roll-over funds in the first year of the three-year Plan and the importance of outreach and linkage to care.
- Mr. Land added residential services are consistent with HOPWA and other data presented over the past year.

**(a) PY 25 Priority & Allocation Recommendation:**

- PP&A reviewed the Plan recommended by the Work Group and accepted it with minor adjustments. A narrative was being developed to accompany the final Plan which was included in the packet.
- ➡ The MAI Plan will go forward for presentation at the July Commission.

**C. Public Policy Committee:** There was no report.

**D. Standards and Best Practices (SBP) Committee:**

- Mr. Goddard reported DHSP presented on the new Linkage and Re-engagement Program. Meanwhile, he and Dr. Younai were finalizing the current set of Standards of Care (SOCs) for publication.
- Mr. Goddard said, as new SBP Co-Chair, he wanted to review SBP's focus. SBP now has a very heavy workload. He would like to identify efficiencies so that time could be devoted to more science-based work such as meta-analyses.
- Ms. Jackson felt SOC publication should include physical copies. Marginalized groups do not always have online access.

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- Ms. Nachazel noted SOC's themselves are designed for professionals, not the general community. The original plan was to publish SOC's physically, but professional material is now more commonly published online. Separate, printed consumer summaries are planned for each SOC that will explain what consumers should expect in accessible language.
- ➡ Ms. McClendon will verify what funds remain from the grant to publish SOC's.
- ➡ Ms. Jackson offered to assist in development of SOC consumer summaries.

### 9. CAUCUS REPORTS:

#### A. Consumer Caucus:

- Mr. Land reported he was stepping down as Co-Chair. Current nominations were: Messrs. Cockrell, Donnelly and Erik Sanjurjo. Elections will be held at the next meeting.
- ➡ Commission Co-Chair nominees will address the Caucus at their July meeting after the Commission.
- 1) **Outreach via Mobile Applications:** This will stay in the Caucus for now. Mr. Stalter said the goal was to increase discussion with providers. Mr. Cockrell added outreach will include apps for all, e.g., transgenders and heterosexuals.

#### B. Transgender Caucus:

- 1) **Trans Health Summit - June 30, 2015:** Mr. King reported this was now fully subscribed at 250 RSVPs.

#### C. Youth Caucus: Mr. Cockrell reported the Caucus was planning year-round activities.

### 10. NEXT STEPS:

#### A. Task/Assignment Recap: There was no additional discussion.

#### B. Agenda Development for July 9, 2015 Commission Meeting:

- 1) **Colloquium: Trans HIV & Health - Call to Action:** This colloquium will be presented at the July Commission meeting.
- 2) **Commission Co-Chair Elections:** Nominations will open at the July Commission meeting. Eligibility requirements for this Co-Chair seat are: HIV+ and Commission member for a minimum of one year.

### 11. ANNOUNCEMENTS:

- Mr. Cockrell noted a Commission member reading a newspaper during the last meeting. It reflected poorly on the body.
- Mr. Johnson announced the Grand Opening of the Wesley Health Centers - Norwalk Clinic, at 9:00 am on 7/1/2015. It is located at 12360 Firestone Boulevard, Norwalk, CA 90650. It includes dental services, X-Ray and an on-site laboratory.

### 12. ADJOURNMENT: The meeting adjourned at 2:25 pm.